

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CONSTRUCTION MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Construction Manager Airports is a stand-alone classification in the Airports Project Management series. Incumbent is responsible for managing and coordinating activities and personnel involved in the implementation and completion of projects and contracts including design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance. Incumbents are also responsible for administering FAA regulations, developing and managing programs related to facility planning, capital improvement projects, federal grant management, environmental planning, security requirements and noise abatement.

The Construction Manager is distinguished from other classifications by its responsibility for managing and coordinating airport construction projects.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Manages and oversees quality assurance and control audits of construction project phases, including planning, engineering, inspection, scheduling, and budgeting. | Daily
25% |
| 3. | Prepares contracts and negotiates revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors. | Daily
25% |
| 4. | Inspects and reviews projects to monitor compliance with contracts, building and safety codes, and other regulations. | Daily
10% |
| 5. | Reviews construction projects and plans for associated projects. | Daily
10% |
| 6. | Determines methods and procedures and provides appropriate recommendations for completion of more difficult phases of project work. | Weekly
10% |
| 7. | Manages the execution of necessary permits and licenses for projects. | Weekly
5% |

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8.	Meets with citizen groups, legislative bodies, and the general public to explain and garner support for projects and programs.	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree Architecture, Civil Engineering, Construction Management, or a related field and five years of construction management experience, including a minimum of three years in a supervisory capacity, in projects of related scale and scope, are required;
- | OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Construction project management principles and practices;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Construction plans, specifications, parcel maps, subdivision maps and construction drawings;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Engineering principles and practices;
- Mathematical concepts.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Exercising initiative, and sound judgment in solving difficult and complex administrative and technical problems
- Implementing public relations/marketing initiatives
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Speaking in Public
- Conducting negotiations and preparing contracts
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Drawing sound conclusions from complex data and making effective recommendations for improvement
- Reviewing construction plans for compliance with applicable codes, ordinances, laws, rules, regulations, and project specifications
- Monitoring compliance with quality assurance standards
- Preparing and performing mathematical calculations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, work space restrictions, inadequate lighting, intense noises, and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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